

# PURCHASING

## BUDGET UNIT: MAIL/COURIER SERVICES (IAY PUR)

### I. GENERAL PROGRAM STATEMENT

Mail/Courier Services provides interoffice, U.S. Postal, and courier services to agencies, departments, and special districts within the county.

### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 1999-00</b>	<b>Budget 2000-01</b>	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>
Total Operating Expense	5,748,424	6,729,189	6,152,200	6,873,013
Total Revenue	5,925,950	6,750,000	6,354,226	7,095,205
Total Revenue Over/(Under) Exp	177,526	20,811	202,026	222,192
Fixed Assets	17,865	39,760	26,307	30,507
Budgeted Staffing		34.0		34.0
<b>Workload Indicators</b>				
Mail Pieces Processed	13,785,872	13,200,000	13,687,253	13,500,000
Inter-Ofc Mail P/Up-Del	141,376	140,000	149,062	143,000
Inserting/Intel Insert	8,232,649	8,400,000	8,129,864	8,200,000
Folding/Tab-Label	12,796,079	12,500,000	13,171,527	12,600,000
BusRply/Postage Due	140,573	152,000	129,955	100,000

GROUP: Internal Services  
DEPARTMENT: Central Mail Services  
FUND : Internal Service IAY PUR

FUNCTION: General  
ACTIVITY: Mail and Courier Svcs

	<b>2000-01 Actuals</b>	<b>2000-01 Approved Budget</b>	<b>2001-02 Board Approved Base Budget</b>	<b>2001-02 Board Approved Changes to Base Budget</b>	<b>2001-02 Final Budget</b>
<b>Appropriations</b>					
Salaries and Benefits	872,175	875,970	922,673	59,820	982,493
Services and Supplies	5,244,644	5,796,607	5,816,971	10,296	5,827,267
Central Computer	2,120	-	2,582	205	2,787
Other Charges	3,329	3,384	3,384	(747)	2,637
Transfers	18,932	42,228	42,228	4,601	46,829
Total Appropriations	6,141,200	6,718,189	6,787,838	74,175	6,862,013
Depreciation	11,000	11,000	11,000	-	11,000
Total Operating Expenses	6,152,200	6,729,189	6,798,838	74,175	6,873,013
<b>Revenue</b>					
Current Services	6,185,466	6,750,000	6,800,000	205	6,800,205
Other Revenue	168,760	-	195,000	100,000	295,000
Total Revenue	6,354,226	6,750,000	6,995,000	100,205	7,095,205
Revenue Over/(Under) Exp	202,026	20,811	196,162	26,030	222,192
<b>Fixed Asset Expenses</b>					
Vehicles				20,000	20,000
Equipment	16,491	30,000	30,000	(30,000)	-
Lease	9,816	9,760	9,760	747	10,507
Total Fixed Assets	26,307	39,760	39,760	(9,253)	30,507
Budgeted Staffing		34.0	34.0		34.0

## PURCHASING

### Total Changes Included in Board Approved Base Budget

#### Base Year Adjustments

##### MOU/Inflation

Salaries and Benefits 46,703 MOU, 7% Tier, Workers Comp, Retirement

Services and Supplies 20,364 Inflation, Risk Mgmt Liabilities

2410 Central Computer 2,582

##### Revenue

Current Services 50,000 Increase in services.

Other Revenue 195,000 Increase due to the 5 % mail surcharge unbudgeted in FY 00/01.

245,000

Total Expense Change 69,649

Total Revenue Change 245,000

Total Rev Over(Under) Exp 175,351

Total 2000-01 Expense 6,729,189

Total 2000-01 Revenue 6,750,000

Total 2000-01 Rev Over(Under) Exp 20,811

Total Base Budget Expense 6,798,838

Total Base Budget Revenue 6,995,000

Rev Over(Under) Expenditures 196,162

### Board Approved Changes to Base Budget

Salaries and Benefits 59,820 Increase reflects conversion of 4.0 PSE's to 3.0 Mail Clerk II's and addition of 1.0 Fiscal Clerk I

Services and Supplies 10,296 Increase in general office expenses.

Central Computer 205

Other Charges (747)

Transfers 4,601 Additional reimbursement to Purchasing (AAA-PUR) for administrative support

Total Operating Expense 74,175

Current Services 205 Increase in mail services.

Other Revenue 100,000 Increase in the 5% mail surcharges.

Total Revenue 100,205

Rev Over(Under) 26,030

#### Fixed Asset Exp

Vehicles 20,000 One time purchase during 2000/01.

Equipment (30,000) Purchase of van for to accommodate an additional inter-office route.

Lease 747 Current lease-purchase obligation.

(9,253)